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Executive Registry
77-5725

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

September 6, 1977

FYI
RULES FOR NSC MEETINGS

MEMORANDUM FOR:

The Secretary of State
The Secretary of Defense
The Secretary of the Treasury
The Attorney General
The Secretary of the Interior
The Secretary of Agriculture
The Secretary of Commerce
The Secretary of Labor
The Secretary of Health, Education & Welfare
The Secretary of Housing & Urban Development
The Secretary of Transportation
The Secretary of Energy
The Director, Office of Management and Budget
The Administrator, Agency for International Development
The Director, Arms Control and Disarmament Agency
The Chairman, Joint Chiefs of Staff
The Director of Central Intelligence
The Director, National Science Foundation

SUBJECT: Control of Sensitive National Security Council Documents

The President has laid down four rules to be followed in NSC meetings:

1. Attendance at these meetings is limited to the principal plus one. If additional people are to attend, special arrangements must be made beforehand.

2. Extensive notes will only be taken by an NSC designated note-taker.

3. These notes will be kept on file at the NSC for review when required.

(EXECUTIVE REGISTRY FILE NSC

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4. In the event of decisions or directions for follow-on work, the notes will be disaggregated and each of the principals will be given that part of the record on those decisions that affect him.

Christine Dodson
Staff Secretary

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EXECUTIVE SECRETARIAT

Routing Slip

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TO:		ACTION	INFO	DATE	INITIAL
1	A/DCI		19 SEP 1977		
2	DDCI		✓		
3	D/DCI/IC		✓		
4	DDS&T		✓		
5	DDI		✓		
6	DDA				
7	DDO		✓		
8	D/DCI/NI		✓		
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers				
14	D/S				
15	DTR				
16	A/DCI/PA				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20	SA/DCI		✓		
21	ES		✓		
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SUSPENSE _____ Date

Remarks:

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Executive Secretary

13 Sep 77

Date

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